



INVITATION LETTER

Ref.

Date :

To,

.....
.....
.....

Sub: INVITATION LETTER FOR

Dear Sir,

1. You are invited to submit your most competitive quotation for the following goods with item wise detailed specifications and the maximum budget given at Annexure F,

Sr. No	Item Name	Quantity	Place of Delivery	Installation Requirement (if any)
1	Laptop	1	Mechanical Engineering Department, Jorhat Engineering College	No

2. Jorhat Engineering College has received a credit from All Indian Council Technical Education towards the cost of the **RESEARCH PROMOTION SCHEME FOR NORTH EAST REGION (RPS-NER) projects and** intends to apply part of the proceeds of this credit to eligible payments under the contract for which this invitation for quotations is issued.

3. **Quotation**

- 3.1 The contract shall be for the full quantity as described above.
- 3.2 Corrections, if any, shall be made by crossing out, initialling, dating and rewriting.
- 3.3 All duties and other levies payable by the supplier under the contract shall be included in the unit Price.
- 3.4 Applicable taxes shall be quoted separately for all items.
- 3.5 The prices quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- 3.6 The Prices should be quoted in Indian Rupees only.

4. Each bidder shall submit only one quotation.

5. Quotation shall remain valid for a period not less than **90**days after the last date of quotation submission.

6. Evaluation of Quotations: The Purchaser will evaluate and compare the quotations determined to be Substantially responsive i.e. which
 - 6.1 are properly signed; and
 - 6.2 Confirm to the terms and conditions, and specifications.
7. Award of contract The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.
 - 8.1 Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of Contract.
 - 8.2 The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be Incorporated in the purchase order.
8. Payment shall be made in Indian Rupees as follows:

Satisfactory Acceptance - 100% of total cost
9. Liquidated Damages will be applied as per the below:

Liquidated Damages Per Day Min % : 0
Liquidated Damages Max % : 0
10. All supplied items are under warranty of **12** months from the date of successful acceptance of items and AMC/Others is .
11. You are requested to provide your offer latest by **12:00 AM** hours on **13-July-2019**.
13. Detailed specifications of the item are at Annexure F.
14. Training Clause (if any) **One day training to the technical staff and faculty of Jorhat Engineering College**
15. Testing/Installation Clause (if any) **Equipment must be tested and installed at Mechanical Engineering Department, Jorhat Engineering College**
16. Performance Security shall be applicable: **NIL**
17. Annexure A, Annexure B, Annexure C, Annexure D, Annexure E. Annexure F
18. Sealed quotation to be submitted/ delivered at the address mentioned below,

**Office of the Principal
Jorhat Engineering College
Garmur Jorhat-785007 Assam**

19. We look forward to receiving your quotation and thank you for your interest in this project.

(Authorized Signatory)

Name & Designation



Dr. Reeta Sarmah
Principal,
Jorhat Engineering College
Jorhat - 785007

Check list

Documents		Check
Bio-data (Annexure A)	Technical Bid	
Undertaking (self certificate) of no outstanding bankruptcy, judgment or pending legal action (Annexure B)	Technical Bid	
Copies of the credentials/ self-certificate (Annexure C)	Technical Bid	
Schedule of requirement (Annexure D)	Technical Bid	
Complete technical specifications and pamphlets	Technical Bid	
OEM's authorization letter (Annexure E)	Technical Bid	
Photocopy of PAN card	Technical Bid	
Photocopy of GST	Technical Bid	
Financial Proposal (Annexure F)	Financial Bid	

Biodata : Annexure - A

The bidder is required to submit the following information:

1. Name of the firm:
2. Name of the Proprietor /Partner/Managing Director, etc.
3. Year of Establishment:
4. Postal address:
5. Telephone Numbers
6. E-Mail
7. Details of products you are dealing in :
8. List of Existing Clients
9. Has your firm ever been black listed by the Govt. or any other authority? Please give details and reasons thereof.
10. Are you income tax payee, if so please furnish following details
 - a) PAN
 - b) GST Registration No.
11. EMD Details:
12. DD (non refundable processing fees) details :

Note: There should not be any indication of price/rate/charges in Technical Bid of the tender. Conditional tenders will not be accepted.

Declaration:

I/ we do hereby declare that the entries made in the application are true to the best of my /our knowledge and belief. I /we do also confirm that I / we have read and understood the General Conditions of Contract and agree to abide by the same in all respect.

I /we also undertake to communicate promptly to Jorhat Engineering College all the subsequent changes in conditions affecting the accuracy of the details given above.

Signature of Proprietor/ Director/ Managing Director

Annexure-B

Declaration regarding black-listing and/ or litigations

I/we hereby declare that our firm/agency is not black-listed/ banned by any Ministry or Department of Central Government/State Government or PSU or other bodies under the Central Government/ State Government. I/we further declare that no criminal case is registered or pending against the firm/company or its owner/partners/directors anywhere in India.

Date the day of 2019

Signature of Bidder _____

Name & Address of Bidder _____

Seal of the Firm/Company

Date:

Annexure –C

Details of the similar type of works completed by the Bidder (Attached Work order copy)

Name of the Bidder:

Year	Name and type of works completed	Name and address of the buyer/ customer	Value of the works	Remarks

Signature & Date of the Authorized Signatory with Official Seal

Schedule of requirement: Annexure D

Sr.No.	Item Description
1.	

Annexure - E

MANUFACTURERS' AUTHORIZATION FORM*

No. _____ dated

To

Dear Sir:

Tender Ref :

We _____ who are established and
reputable manufacturers of

_____ (*name and description of goods offered*)

having factories at

_____ (*address of factory*)

do hereby authorize M/s _____ (*Name
and address of Agent*)

to submit a bid, and sign the contract with you for the goods manufactured by us against
theabove tender Ref. No.

We hereby extend our full guarantee and warranty for the goods and services offered for
supply by the above firm against this tender Ref. No.

Yours faithfully,

(Name)

(Name of manufacturers)

Note: This letter of authority should be on the letterhead of the manufacturer and should be signed
by a person competent and having the power of attorney to legally bind the manufacturer. It
should be included by the Bidder in its bid.

* Modify this format suitably in case where manufacturer's warranty and guarantee are not applicable for the items for which bids are invited.

Annexure- F

Sl. No.	Equipment	Specification	Number of unit required	Maximum Budget (including all expenditures e.g. taxes, packaging) Rs.
1	Lap Top	HP 15 Core-i5 8th Gen Laptop (8GB/256GB SSD/Windows 10/MS Office/Integrated Graphics) 15q-ds1000TU Laptop, (15.6-inch Full HD, Sparkling Black) with an wireless mouse.	1	60,000/-

FORMAT FOR QUOTATION SUBMISSION

(In letterhead of the supplier with seal)

Date: _____

To: _____

Sl. No.	Description of goods \ (with full Specifications)	Qty.	Unit	Quoted Unit rate in Rs. (Including Ex-Factory price, excise duty, packing and forwarding, transportation, insurance, other local costs incidental to delivery and warranty/ guaranty commitments)	Total Price (A)	Sales tax and other taxes payable	
						In %	In figures (B)
Total Cost							

Gross Total Cost (A+B): Rs. _____

We agree to supply the above goods in accordance with the technical specifications for a total contract price of Rs. _____ (Amount in figures) (Rupees _____ amount in words) within the period specified in the Invitation for Quotations.

We confirm that the normal commercial warranty/ guarantee of _____ months shall apply to the offered items and we also confirm to agree with terms and conditions as mentioned in the Invitation Letter.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

Signature of Supplier

Name: _____

Address: _____

Contact No. _____